

# NOTICE TO ALL STUDENTS

The Centre for Education Programmes department which is guided by the University and by the directives of the Government of the Republic of Trinidad and Tobago (GORTT) will continue to be closed to students. The Administrative Office can be contacted as follows:

## Virtual Office Hours:

**Monday - Friday**

**9:00am - 4:00pm**

## ALL Student Queries:

**Corinth: 642-8888**  
**ext. 28108 / 25011 / 21164**  
**[CEPadminCorinth@utt.edu.tt](mailto:CEPadminCorinth@utt.edu.tt)**

**Valsayn: 642-8888**  
**ext. 29123 / 21051 / 29113**  
**[CEPadminValsayn@utt.edu.tt](mailto:CEPadminValsayn@utt.edu.tt)**

**Tobago: 642-8888**  
**ext. 29114 / 29128**  
**[CEPadminTobago@utt.edu.tt](mailto:CEPadminTobago@utt.edu.tt)**

# **NOTICE TO ALL STUDENTS**

**Valsayn / Corinth / Tobago**

**VIRTUAL ACADEMIC ADVISING  
HOURS via Microsoft TEAMS**

**11<sup>th</sup> January 2021 – 12<sup>th</sup> February 2021**

**Mondays - Thursdays**

**10:00am - 6:00pm**

**Fridays**

**10:00am - 4:00pm**

**NB: Please ensure your official  
UTT Email Address is Activated**

# The following students must contact the Academic Department for Academic Advising via Email as listed below:

- Students returning from **LEAVE OF ABSENCE**
- Students seeking approval for **REPEAT COURSE/S**
- Students on **ACADEMIC PROBATION** or **SUSPENSION**
- Students with a **CUMULATIVE GPA below 2.0**

## **N.B.**

1. Academic Advising sessions would be conducted via Microsoft TEAMS.
2. To schedule an appointment, students **must** provide their **Student ID#, Full Name, Programme & Specialization, Status (FT or PT) and Telephone Contact** using the following email addresses:

[CEPadminCorinth@utt.edu.tt](mailto:CEPadminCorinth@utt.edu.tt)

[CEPadminValsayn@utt.edu.tt](mailto:CEPadminValsayn@utt.edu.tt)

[CEPadminTobago@utt.edu.tt](mailto:CEPadminTobago@utt.edu.tt)

3. Students in **GOOD ACADEMIC STANDING DO NOT** require Academic Advising. Please send an email if you wish to speak with someone in the office.
4. Academic/Registration hold would be removed for students in Good Academic Standing during the period **11<sup>th</sup> – 15<sup>th</sup> January 2021**.
5. Students with Academic/Registration Holds **not listed above** can contact the office for assistance via email.

# PLEASE NOTE

## THE FOLLOWING

**UTT Email:** [registrationsupport@utt.edu.tt](mailto:registrationsupport@utt.edu.tt)

Resetting credentials/password

**Exemptions:** [studentrequest@utt.edu.tt](mailto:studentrequest@utt.edu.tt)

Originals and copies of all certificates; course outlines and any other supporting documents

**Repeaters:** [stuacctqueries@utt.edu.tt](mailto:stuacctqueries@utt.edu.tt)

Original payment receipts (*submitted via email*)

**Leave of Absence:** [studentrequest@utt.edu.tt](mailto:studentrequest@utt.edu.tt)

Complete LOA request form and a letter addressed as follows:

Discipline Coordinator - Administration  
Centre for Education Programmes  
Valsayn or Corinth or Tobago (*select your campus*)

**Transfer:** [studentrequest@utt.edu.tt](mailto:studentrequest@utt.edu.tt)

Complete transfer request form and a letter addressed as follows:

Discipline Coordinator - Administration  
Centre for Education Programmes  
Valsayn or Corinth or Tobago (*select your campus*)

**Finance:** [stuacctqueries@utt.edu.tt](mailto:stuacctqueries@utt.edu.tt)

Students with **online payment receipts**, a **Financial Hold** and/or **GATE** issues **must contact Student Accounting** using the following contact numbers:

642-8888 ext. 21134/ 32214/ 32220/ 32218